

Beta Alpha Psi Meeting 10/18/2007  
The Office Visit  
Presented by: McGladrey & Pullen

### The Winning Interview

- Prepare for the interview
  - Think about career equity
    - Will the employer allow me to grow
  - Develop a winning resume
- Start with the end in mind
  - What do you want to do when you grow up?
  - What kind of lifestyle do you want?
  - What industries are you interested in?
  - How will you give back to the industry/ community?
  - What are your career ambitions?
- Career Equity
  - How does the firm help with:
    - Personal and Professional skills
    - Knowledge and Industry related skills
    - Experiences and Accomplishments
    - Networking and Professional Associations
  - Branding- firms are known for things but what are you going to be known for?
- What Firm is best for you?
  - Make your own decisions
  - Resist making “safe” choices- move outside comfort zone
  - Select the firm that is right for you
- Do your homework
  - What is the culture like?
  - What industries do they service?
  - What is the typical client profile
  - What kind of training will I receive?
  - What type of experience should I expect during the first few years?
  - How does the firm develop people?
  - Can I stay at the firm for longer than three years?
- Research
  - Use the website
  - Look at materials that are distributed
  - Look at articles
  - Go to Career Fairs
  - Talk to faculty about the firm
  - Talk to people at the firm that you know

### Resume

- Tailor your resume to the employer
- Use behavioral statements (action items) to communicate accomplishments
- Remember that if you put it down on your resume is fair game

- Bring extra copies with you
- Proofread

#### Prepare for the interview

- Prepare questions
  - Shows that you are interested in the company
  - Avoid questions that you should have researched
  - Think in terms of “career equity” when developing questions
  - Be prepared to answer the traditional questions
    - Why accounting?
    - Why audit over tax? Or tax over audit?
    - Why this particular city?
- Prepare to answer behavioral questions
  - Previous behavior predicts future behavior
  - Questions seek specific answers
    - Be self-confident
- Sample questions
  - Tell me about yourself
  - Why do you want to work for us?
  - What are your goals?
  - Tell me about a time you failed
  - Tell me about a time when you had to motivate people
  - Give an example when you succeeded over opposition
  - Describe the last problem you solved with creativity
  - Describe a situation when you didn’t get along with a teammate
- Skills that employees test
  - Intellectual competence
  - Motivation
  - Teamwork
  - Communication
  - Adaptability/ Flexibility
  - Leadership
  - Initiative
  - Problem Solving
  - Client Service
  - Intellectual curiosity

#### Interview

- Appearance
  - Dress Professionally
  - When in doubt don’t wear it
  - Pay attention to grooming- hands, nails, facial hair
  - Be conservative with hair, makeup, and perfume
  - Get a good night sleep
  - Smile!
- Behavior/ Performance
  - Arrive early (but not too early)
  - First impressions are crucial

- Be prepared to talk with greeters
- Be sure to acknowledge the receptionist
- Greet with a handshake
- Body language: Make eye contact and maintain good posture
- Dialogue
  - More of a conversation
  - Be professional in your speech: don't use slang
  - Stay focused/ act like you care
  - Keep your answers concise and to the point
  - Focus on your strengths
  - Acknowledge all interviewers

#### Lunch interview

- Lunch or dinner it is still an interview
- Remember to use good table manners and social skills
- Be courteous to wait staff
- Avoid alcohol and messy food
- Do not place mobile phone, PDA or purse on the table
- Turn off your mobile phone
- Avoid playing with hair
- Professional Behavior does not end at 5PM

#### Deal Breakers

- Slang
- Cursing
- Bad Topics
- Rehearsed or insincere responses
- Too comfortable too fast
- Poor Social Skills
- Saying "I don't know" or "It doesn't matter"

#### After the interview

- Send a thank you letter to the interviewers
- Thank the firm for the opportunity
- Restate your interest in a career opportunity
- Include your contact information
- Keep it simple and professional

#### Questions

- Typically what can you expect at an office visit
  - Usually runs about a half a day. 9-Lunch
  - Meet with greeters, associates, and partners
  - 2-3 30 minute interviews
  - There may be a dinner the night before with people who most recently went through the process
- What should you do if you get to a stalemate during the interview?
  - Look around at pictures to try to strike up conversation

#### Closing Remarks

- Both Parties are trying to buy and sell at the same time.